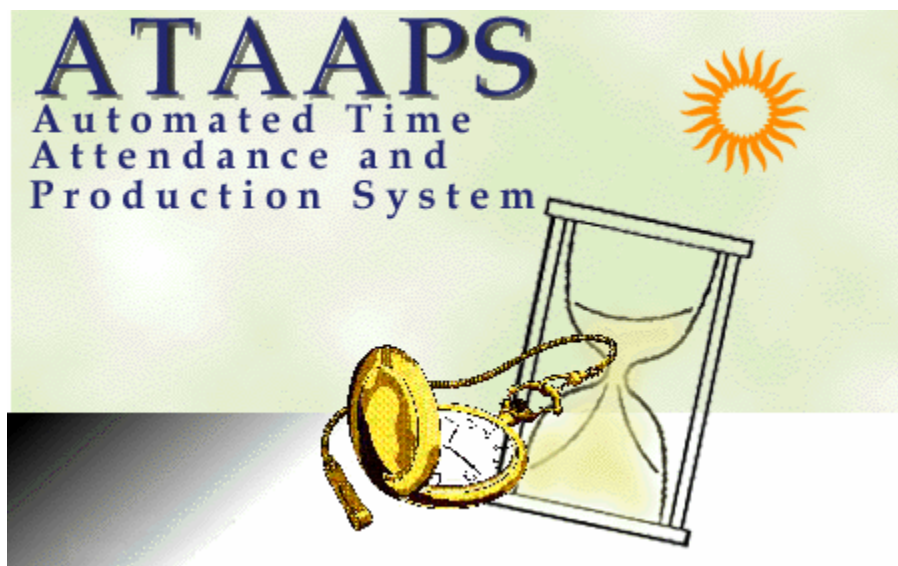


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide for Web Version 4.10

Prepared By:

Capital Accounting Center

March 2004

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Helpful Information

Recording Time & Attendance:

- Time and Attendance can be recorded in ATAAPS on a daily basis for the bi-weekly pay period.
- All hours will be recorded in **15**-minute increments. (Hours earned and used.)
- ATAAPS requires funding information to be recorded with each employee. The funding information that is required is Fund-Type (FT), Financial Plan (FP), and BNR (Budget and Report Number). If an employee's time is charged to the same FT, FP, BNR, "favorites" can be set up. The instructions for setting up Favorites are included in the On-line Help Instructions.
- When using a FECA (Worker's Compensation) Labor Code, the timekeeper needs to input the date of injury.
- For those employees on AWS, their in lieu of holiday under their Tour of Duty Hours will need to be adjusted in ATAAPS for that specific pay period.
- All time will be deducted as recorded if sufficient balances are available. Leave will automatically roll over to another leave category if the employee does not have sufficient leave balance. For example, sick leave will convert to annual leave if the employee's sick leave balance is not sufficient to cover the leave recorded. However, comp-time used will not convert to annual leave if the employee has a sufficient comp-time balance even though they have a use or lose balance for annual leave.

Certifying Time and Attendance:

- Approving Officials certify Time and Attendance electronically.
- No one will be certifying his or her own time.

General:

- Only those employees in DOE organizations that currently provide for employees to record their time are expected to record their own time in ATAAPS. DOE uses timekeepers for all other employees.
- ATAAPS does not produce a hard copy report of each employee's time for the employee to initial when leave used is less than 8 hours. Documentation for leave will be left to local level discretion.
- The pre-approval request and authorization of Compensatory Time and Overtime will be handled at the local level. Use your local level procedures for the request and authorization of Compensatory Time and Overtime. Procedures for requesting leave remain the same.
- Users accessing ATAAPS through DOE's Employee Self Service (ESS) system. There is a transparent link from DOE's ESS to ATAAPS. No additional password is required.

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Help:

- A copy of the Process Instructions for ATAAPS On-line Help is posted on the DOE Payroll web site (<http://chris.inel.gov/payroll>.)
- A Job Aid that describes the Time and Attendance codes is posted on the DOE Payroll web site (<http://chris.inel.gov/payroll>.)
- Please refer to <http://chris.inel.gov/payroll> for additional information on the processing of DOE's payroll by DFAS.

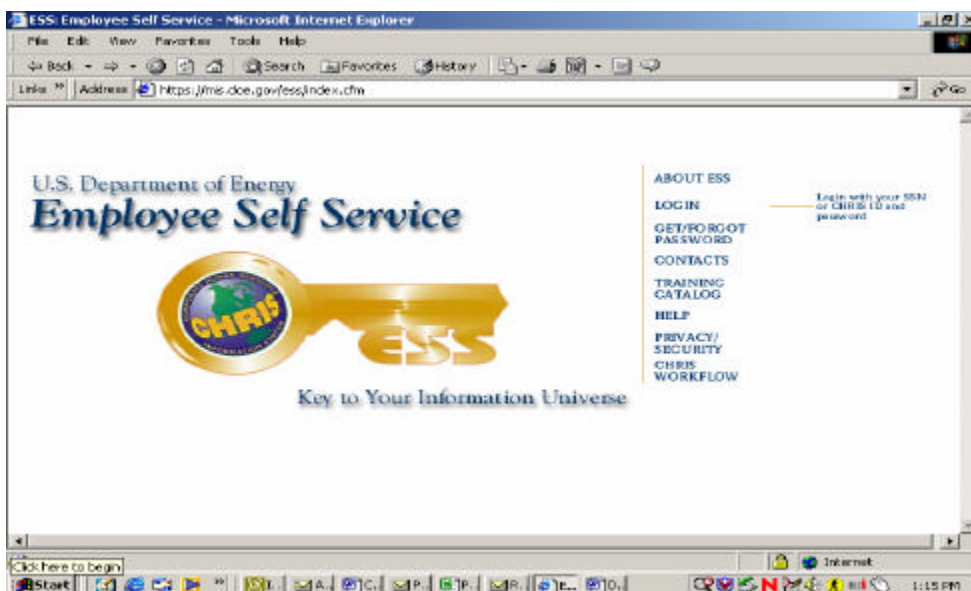
Login to ATAAPS

To perform time and attendance responsibilities using the ATAAPS Web version, follow the instructions below:

1. Open browser (Internet Explorer is preferred or Netscape.) NOTE: Browser must be 128 bit encrypted and Internet Explorer version 5.x or Netscape version 4.x or higher.
2. Go to the U.S. Department of Energy's Employee Self Service at the following URL:

<http://mis.doe.gov/ess>

Note: DOE Employee Self Service is available from your home using your local Internet Service Provider anytime, 24-hours a day, Monday through Friday. The database files are taken down for backup purposes from 7:45 pm each Saturday until 6:00 am Sunday. DOE Employee Self Service will not be available during these backup periods. Once connected, save this as a favorite or bookmark.



Note: To request a User ID:

- Select Get/Forgot Password above

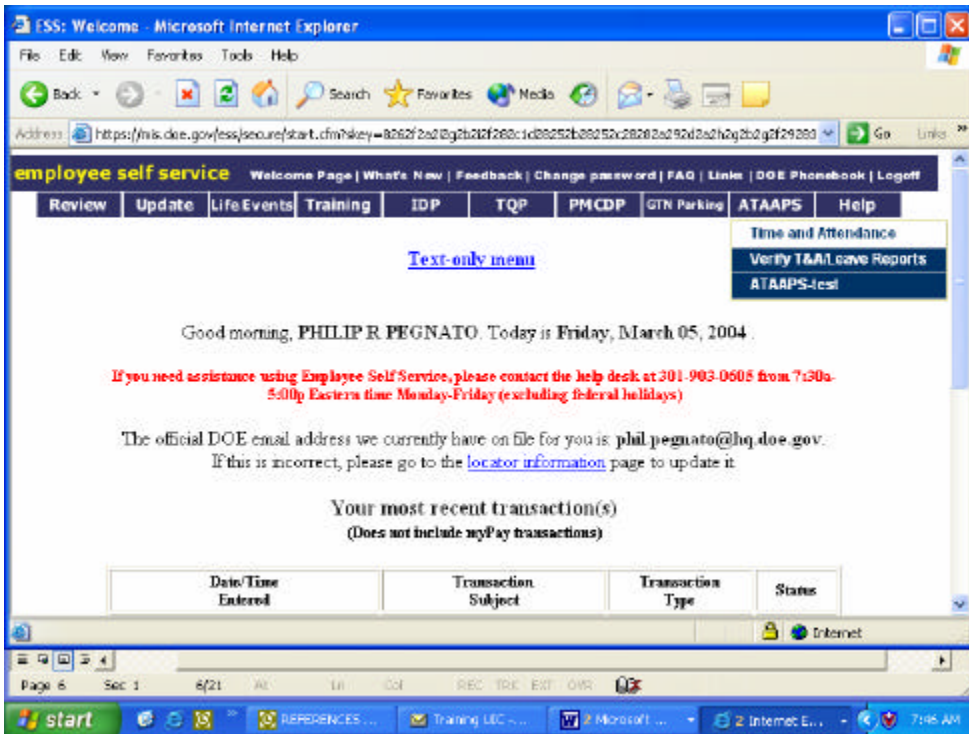
Desk Guide for the Web Version of ATAAPS

- Enter Last Name and SSN (or CHRIS Employee ID)
 - Select the appropriate answer to “Are you a US Citizen?”
 - Click on Request Password
3. Click "Login" and the following screen will appear. Enter your Social Security Number (SSN) or CHRIS Employee ID and Password.

The screenshot shows a Microsoft Internet Explorer window titled "ESS: Login - Microsoft Internet Explorer". The address bar displays "https://mre.doe.gov/ess/secure/F21start.cfm". The main content area features the heading "Employee Self Service" in a large, blue, serif font. Below this, the "Login" section contains two input fields: "SSN (or CHRIS Employee ID):" and "Password:". A button labeled "Authenticate Me" is positioned below the password field. To the right of the login fields, there is a grey box with text: "If you do not have an ESS password or forgot your ESS password, then [click here](#) and request one." Below this, it says "Why use ESS? To review/update your personal and payroll information." and "Why use CHRIS Workflow? Electronically submit your training or personnel action request for approval." Further down, it says "Have questions? Read our [Frequently Asked Questions](#)" and "Need more help? Contact the ESS Help Desk at 301-903-0605". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "1:57 PM".

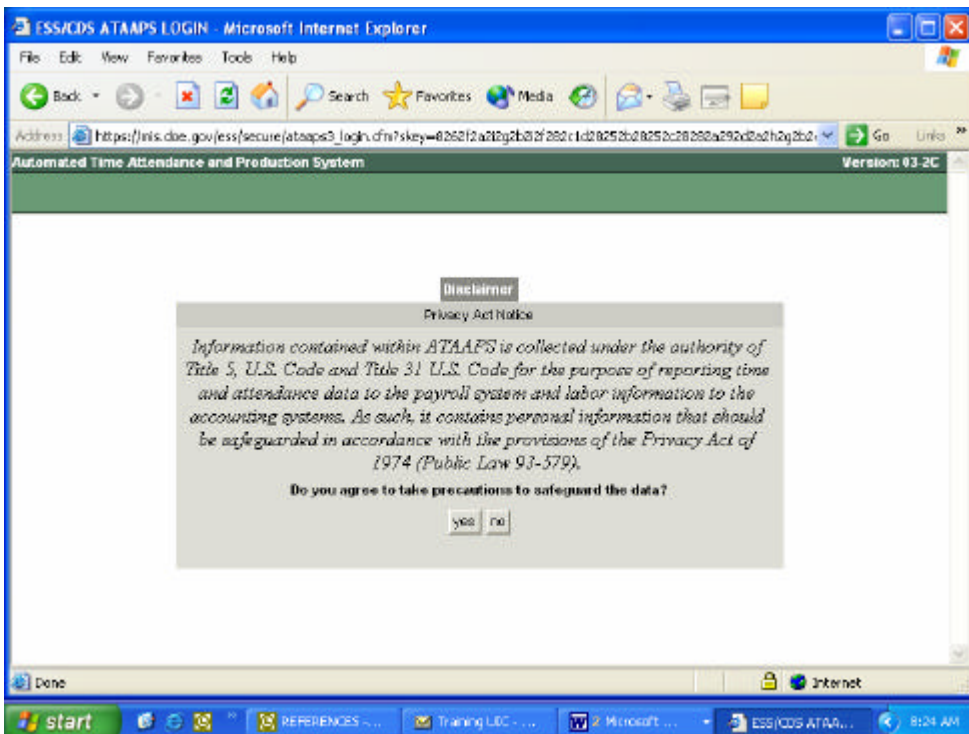
4. Click on “Authenticate Me” and the following screen will appear.

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5. Click on the Time and Attendance portion of the ATAAPS top drop down menu. The Privacy page is then displayed.

:

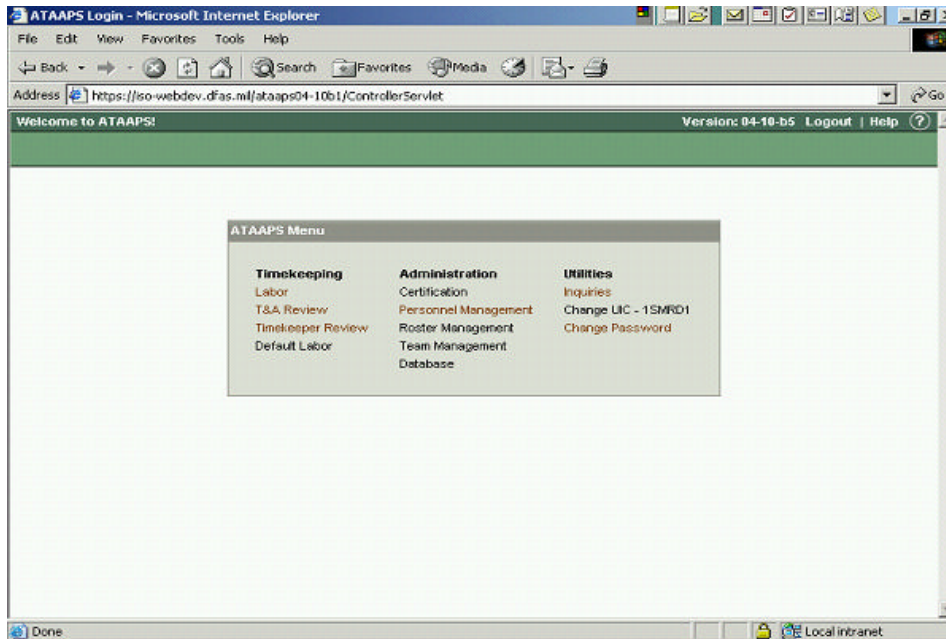


6. Click yes to access the main menu.

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Entering Labor Hours

1. The items in brown on the following screen are available for selection. To enter hours click on "Labor".



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2. The following is the screen for entering labor hours. The pay period can be changed by selecting the drop down menu and clicking PayPeriod or one of the two arrow buttons next to the drop down menu. To enter labor hours click on the Insert Row Button located below the Reported Hours line.

The screenshot shows the ATAAPS Labor web application in Microsoft Internet Explorer. The address bar displays the URL: <http://ataaps3.doe.gov/ataaps/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y>. The page title is "Timekeeping: Labor".

Employee Information:

- Logged In As: REGATO, PHILIP R. UIC: TRAINING
- Team: MARK'S BOGUS ADVENTURES2
- Employee: 12HOLIDAY, TOURSEK
- Begin Pay Period: 2004-Feb-22
- NEOTMazr0th: No Concur: No
- Certificat: No Sent To Payroll: No

Employee Hours:

Work Center	Task	Job Order	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				11.00	11.00	11.00	11.00	0.00	0.00	0.00	12.00	12.00	12.00	0.00	0.00	0.00	0.00
Scheduled Hours				11.00	11.00	11.00	11.00	0.00	0.00	0.00	12.00	12.00	12.00	0.00	0.00	0.00	0.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Buttons at the bottom: DeleteRow, NEOTMazr0th, InsertRow, Refresh, Summary, Create LU.

3. The screen will change to look like the one below. Enter a "Work Center", a "Task", a "Job Order" and the "Type of Hours".

The screenshot shows the ATAAPS Labor web application in Microsoft Internet Explorer. The address bar displays the URL: <http://ataaps3.doe.gov/ataaps/ControllerServlet>. The page title is "Timekeeping: Labor".

Employee Information:

- Logged In As: REGATO, PHILIP R. UIC: TRAINING
- Team: MARK'S BOGUS ADVENTURES2
- Employee: 12HOLIDAY, TOURSEK
- Begin Pay Period: 2004-Feb-22
- NEOTMazr0th: No Concur: No
- Certificat: No Sent To Payroll: No

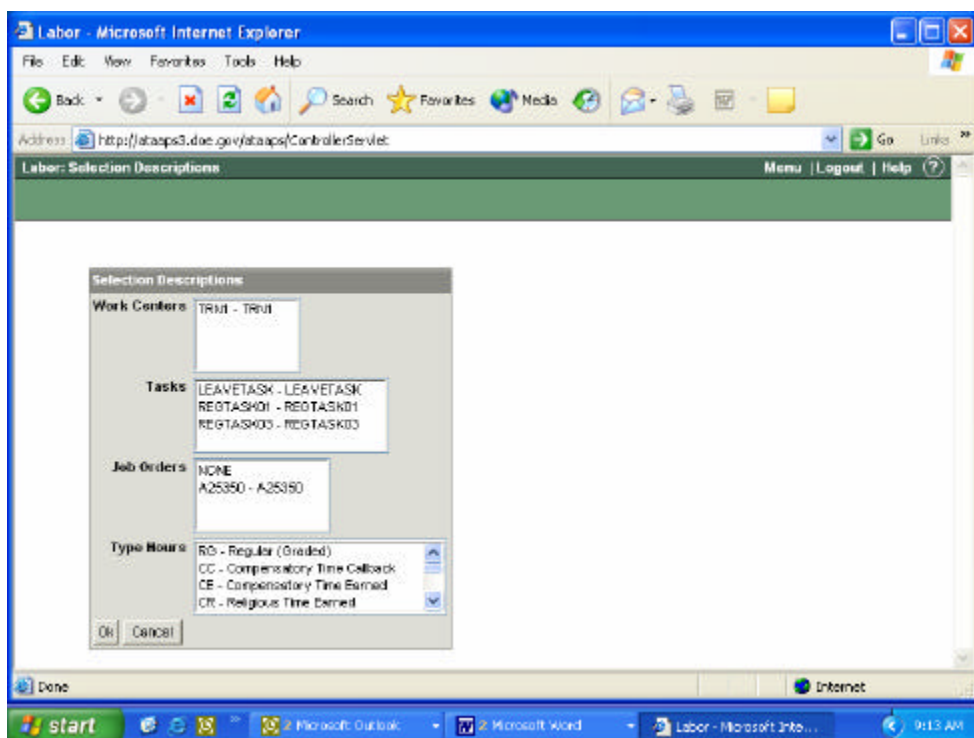
Employee Hours:

Work Center	Task	Job Order	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
TRN1													
Scheduled Hours				11.00	11.00	11.00	11.00	0.00	0.00	0.00	0.00	12.00	12.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Buttons at the bottom: Done, Microsoft Outlook, Microsoft Word, ATAAPS Labor - Micro...

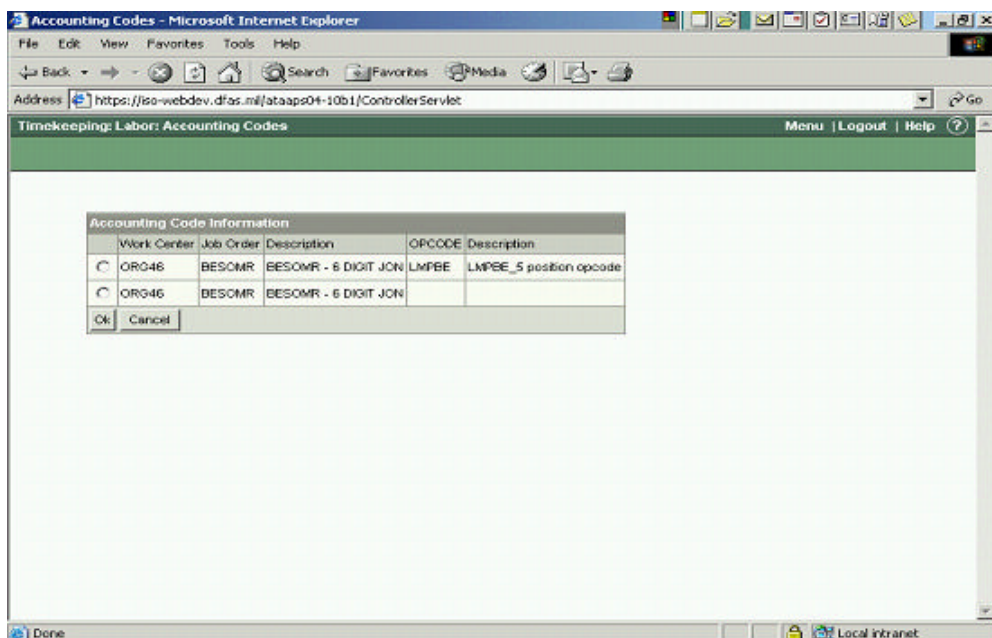
Click on the "Book" icon at the front of the row and the system will show the codes for each of the fields along with the description associated with that code. Select the appropriate values by clicking on one from each group to highlight them. Then click OK.

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OR
Clicking the Smiley Face will display a selection of pre-determined Work Center / Task/ Job Order combinations. Select the appropriate line and click OK. The Type Hour must be selected from the drop down.

The screen displays as shown below.



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4. After the drop down fields are filled, enter time for that entry. Enter time by typing the number of hours worked: i.e., 8, 9, 7.45. (NOTE: Whole hours are entered by just entering the number, i.e. a 4 with no decimal. Partial hours are entered as HH.MM ((hours, hours, minutes, minutes)) by using a decimal point not a semi colon. For example: quarter hours are 4.15, 4.30 and 4.45).

The screenshot shows the ATAAPS Labor web application in Microsoft Internet Explorer. The address bar displays the URL: <https://iso-webdev.dfas.mil/ataaps04-10b1/ControllerServlet>. The page title is "Timekeeping: Labor".

Employee Information:

- Logged In As: PERSMGT, TK UIC: 1SMRD1
- Team: OR046-D1
- Employee: PERSMGT, TK
- Begin Pay Period: 2003-Nov-30
- NI Diff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours:

Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
OR046	BESOMR	LMPBE	OS		1.00	1.15	1.30	1.45							
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00
Reported Hours				5.30	0.00	1.00	1.15	1.30	1.45	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: Save, DeleteRow2, NI Diff/Haz/Oth, InsertRow, Refresh, Summary, Create LU

5. Click the save button to update the database. If you fail to click the save button before closing the window, the system will not save the entry. Also, time must be entered for each row created or the system will display the message "Labor Duration not entered" under the line where no hours have been entered. The system will also alert if the number of hours entered exceed the scheduled hours (regular hours) on any given day by an icon above the day where the problem occurs. ALL errors must be corrected before successfully saving all entries to the database.

The screenshot shows the ATAAPS Labor web application in Microsoft Internet Explorer. The address bar displays the URL: <https://ataaps3.dfas.gov/ataaps/ControllerServlet>. The page title is "Timekeeping: Labor".

Employee Information:

- Logged In As: REGNIATO, PHILIP R UIC: TRAND
- Team: MARK'S BOGUS ADVENTURE2
- Employee: 12HOLIDAY, TOURS
- Begin Pay Period: 2004-Feb-22
- NI Diff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours:

Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
TRNI	LEAVETASK	A29350	LA				5.00							
TRNI	LEAVETASK	LS	LS											
Scheduled Hours				0.00	11.00	11.00	11.00	11.00	0.00	0.00	0.00	12.00	12.00	12.00
Reported to Scheduled Hours				5.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: Save, DeleteRow2, NI Diff/Haz/Oth, InsertRow, Refresh, Summary, Create LU

Error message: Labor Duration not entered

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If time is correctly entered, no error messages will display after clicking the save button. The system has saved all entries to the database.

The screenshot shows the ATAAPS Labor web application in Microsoft Internet Explorer. The address bar displays <https://iso-webdev.dfas.mil/ataaps04-10b1/ControllerServlet>. The page title is "Timekeeping: Labor".

Employee Information

Logged In As: PERSMGT, TK LIC: 1SMRD1

Team: ORG46-D1 [dropdown] Team

Employee: PERSMGT, TK [dropdown] << >> Employee

Begin Pay Period: 2003-Nov-30 [dropdown] << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					November											
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
<input type="checkbox"/>	ORG46	BESOMR	LMPBE	OS		1.00	1.15	1.30	1.45							
<input type="checkbox"/>	ORG46	BESOMR		LS					2.00							
Scheduled Hours					80.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00
Reported Hours					7.30	0.00	1.00	1.15	1.30	1.45	2.00	0.00	0.00	0.00	0.00	0.00

Buttons: Save, DeleteRows, NtDiff/Haz/Oth, InsertRow, Refresh, Summary, Create LU

Recording Differential, Hazard and Other Hours

1. To show sick leave as "Family Friendly" or to show regular hours attributed toward "Labor Relations Issues" enter the hours for the day that it applies. Then click save and click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

The screenshot shows the ATAAPS Labor web application in Microsoft Internet Explorer. The address bar displays <https://iso-webdev.dfas.mil/ataaps04-10b1/ControllerServlet>. The page title is "Timekeeping: Labor".

Employee Information

Logged In As: PERSMGT, TK LIC: 1SMRD1

Team: ORG46-D1 [dropdown] Team

Employee: PERSMGT, TK [dropdown] << >> Employee

Begin Pay Period: 2003-Nov-30 [dropdown] << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

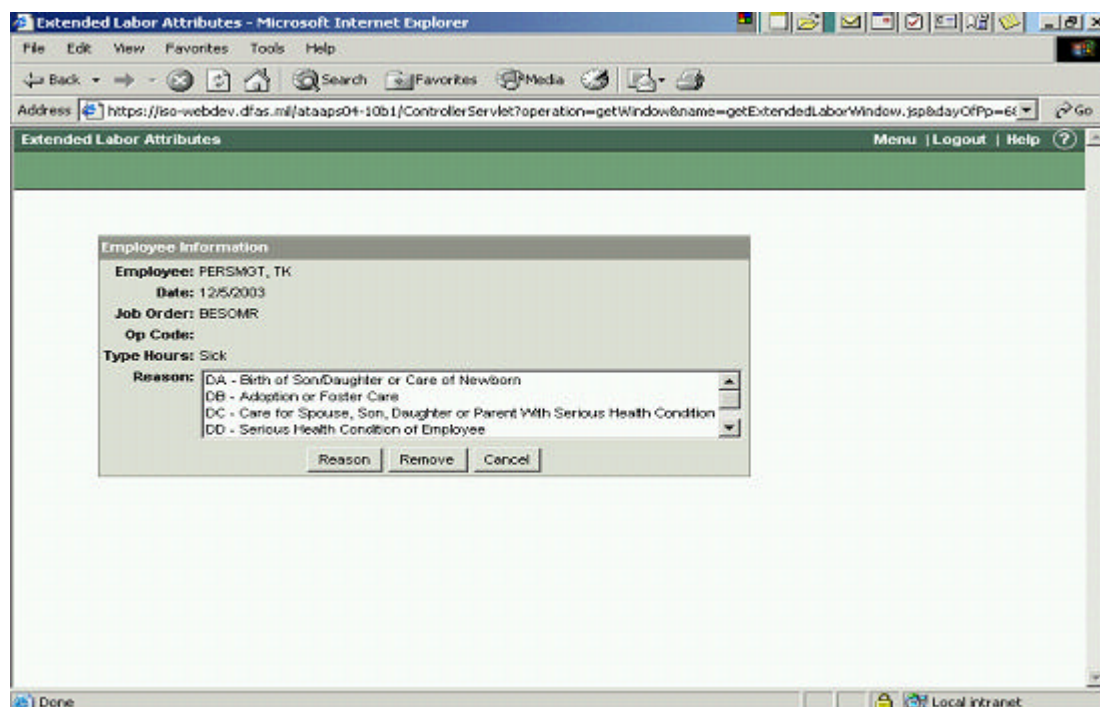
Employee Hours

					November											
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
<input type="checkbox"/>	ORG46	BESOMR	LMPBE	OS		1.00	1.15	1.30	1.45							
NtDiff																
Hz/Oth						add	add	add	add							
<input type="checkbox"/>	ORG46	BESOMR		LS					2.00							
NtDiff																

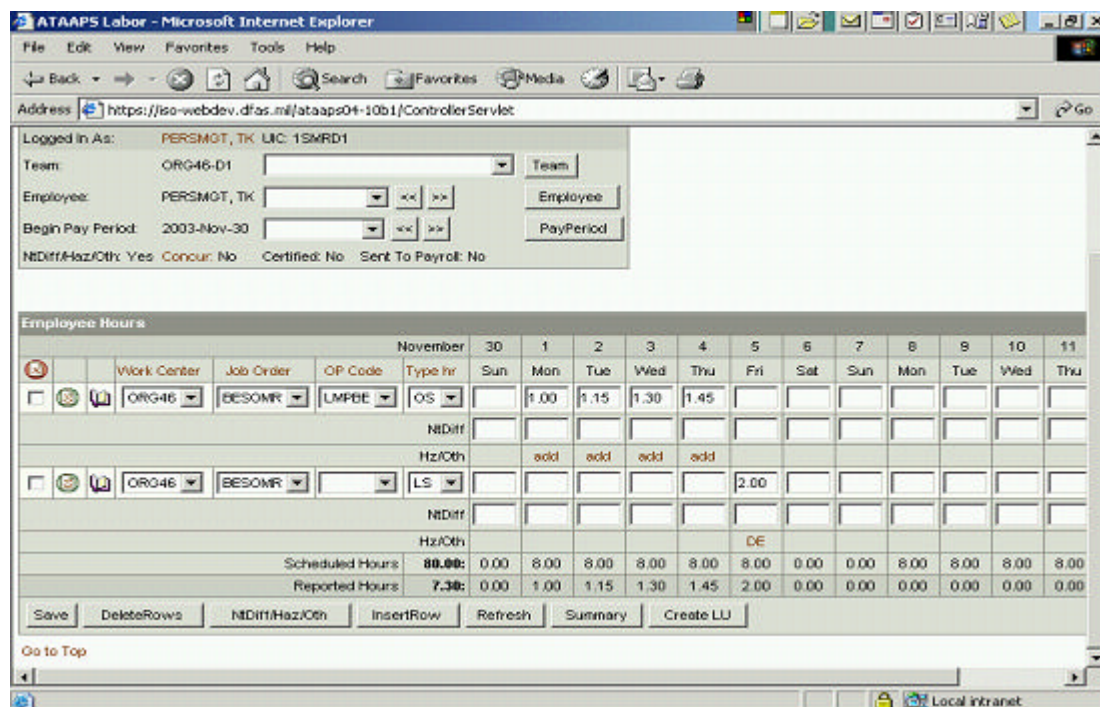
Buttons: Save, DeleteRows, NtDiff/Haz/Oth, InsertRow, Refresh, Summary, Create LU

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2. Click on "add" below the leave day the entry applies to and the system will display the following screen:

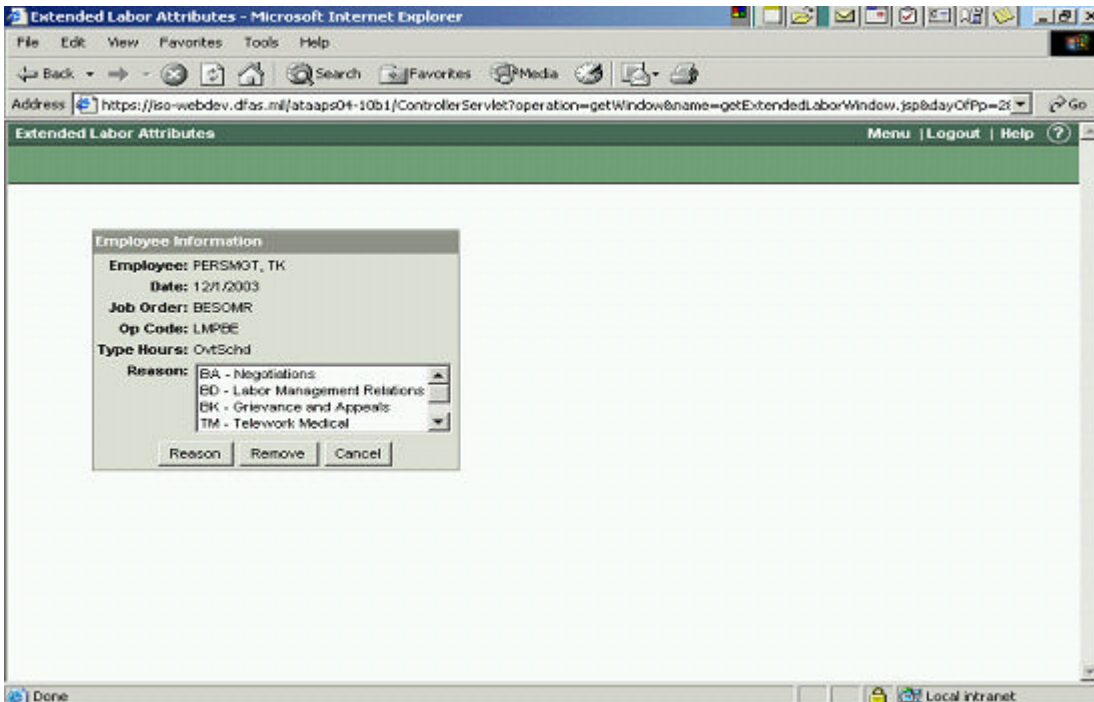


3. Choose the reason that applies and click the "Reason" button. The system will return to the labor screen and the proper code under the day you indicated as shown below:

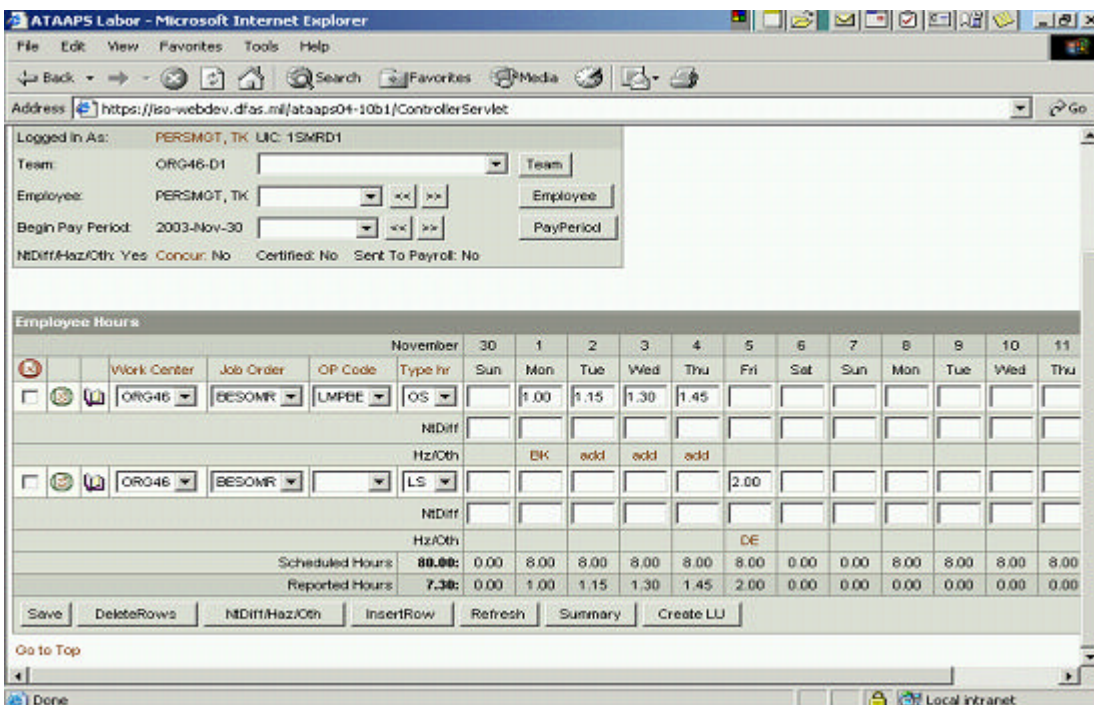


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4. Click on "add" below a premium type hour or regular work day the entry applies to and the system will display the following screen:



5. If a union reason code is required, click the proper code and then the Reason button. If hazardous duty applies, then click the proper code and then the Hazard button. The Remove button will cancel a previously posted Reason or Hazard code.



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6. Click the "Save" button to post the entry to the database.

To Display Summary Hours for the Pay Period

1. To review the information for the pay period, click on the summary button. The screen will change as shown below:

Timekeeping: Labor: Labor Hours Summary

[Back](#)

Employee Information

Team: OR046-D1
Employee: TK PERSMGT
Begin Pay Period: 2003-Nov-30

November															
	30	1	2	3	4	5	6	7	8	9	10	11	12	13	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Scheduled Night Diff:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scheduled Shift Code:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reported to Scheduled:	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Reported Regular:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported Night Diff:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported Leave:	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Reported Premium:	0.00	1.00	1.15	1.30	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.30
Reported to Shift Override Code:															

[Back](#)

2. To return to the labor screen you click on "Back" located on the left side of the screen.

Certifying Time and Attendance

1. Selecting the certification link on the menu page performs certification of Time. The following page is then displayed. (All employees and SSNs are fictitious.) To change pay periods click the << button to proceed to the prior pay period or the >> button to see the next pay period. Alternatively click the pay period drop down, select the desired pay period and click the pay period button.

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Employee Information

Logged In As: ERHART-D1-D1, BARBARA UK: 1SMRD1

Roster: ORG40 - Fuel Cell Branch-D1

Begin Pay Period: 2003-Nov-16

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	A, 73981761 % %% % % % % % % % %	*** ** 7145	62.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	ADAMS-D1-D1, DONALD	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	ADAMS-D1-D1, SAMUEL	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	ANDERSON-D1- D1, MARVIN	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS-D1- D1, JOELLEN	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BLACKMON-D1-	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	

2. To certify an employee's data click in the certify check box. To decertify uncheck the box. Note: the certify check box will be grayed out if all employee tour hours have not been reported or if the certification window is not yet open. To access an alternate certification roster, click on the roster dropdown, and then click the roster button.

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Name
	<input type="checkbox"/>	<input type="checkbox"/>	BURRIS-D1-D1, KELLY	*** ** 4444	40.00	0.00	0.00	0.00	0.00	0.00	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CARR-D1-D1, JAMES	*** ** 4444	80.00	80.00	80.00	0.00	0.00	0.00	ERHART-D1-D1, BARBARA
	<input type="checkbox"/>	<input type="checkbox"/>	CHAPMAN-D1-D1, DIANA	*** ** 4444	40.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	DANIELS-D1-D1, STACEY	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	DEFAULT, TEST	*** ** 3791	80.00	8.00	8.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	DELETE-D1-D1, VALLIE	*** ** 1238	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	DOBBS-D1-D1, CHRIS	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	EDGEMON-D1-D1, JOHN	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	EMERSON-D1-D1, GAYLE	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FAVREQ, TEST	*** ** 9731	80.00	80.00	80.00	0.00	0.00	0.00	ERHART-D1-D1, BARBARA
	<input type="checkbox"/>	<input type="checkbox"/>	FIGHTER0, TEST	*** ** 8791	112.00	0.00	0.00	0.00	0.00	0.00	

3. To view the labor details for an employee, click the book icon next to the employee's name.

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Employee Information		
Roster:	ORG40 - Fuel Cell Branch-D1	UIC: 1SMRD1
Employee:	CARR-D1-D1, JAMES	
Pay Period:	2003-Nov-16	

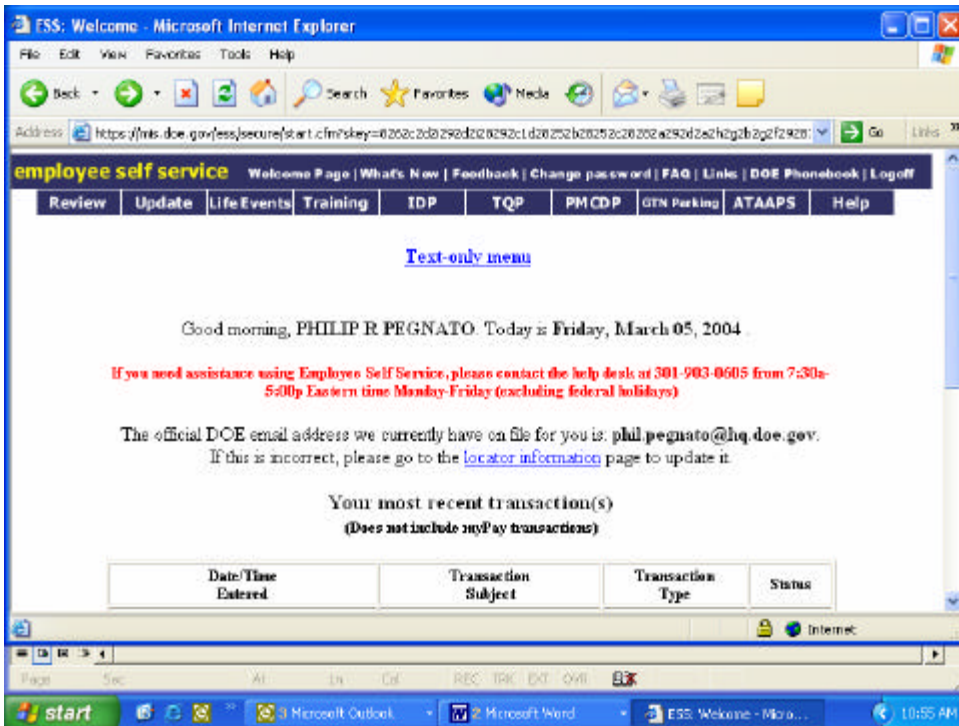
Employee Details																	
	November	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
ORG40	BESOMR		RS		8.00	8.00	8.00	8.00	8.00		8.00	8.00	8.00	8.00	8.00	8.00	
Shift Override																	
Hz/Oth																	

Back

4. Certifying an employee's timesheet will lock their labor record. The timesheet can be viewed, but not modified. To make a correction, the certifying official must 'de-certify' the timesheet by unchecking box and saving. After all corrections have been made, the timesheet must be 're-certified'.

Changing Your Password

1. To change your password select the “Change your password” link on the ESS Menu page:



Note: The following rules apply to changing your ESS password:

- Password contains between 8 and 10 non-blank characters.*
- Password contains at least one number.*
- Password must start with a letter.*
- Password may contain special characters # and \$ only.*

2. To change your password, enter the new password in each of the boxes provided and click the OK button.

Inquiries

1. Inquires for Timekeepers and Certifying Officials. Select the Inquiry hyperlink under Utilities and the following screen displays.

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The 'Inquiries' window has a title bar. Below it, there are three radio button options: 'Uncertified Employees' (which is selected), 'RETRO Uncertified Employees', and 'Employees with Missing Time'. At the bottom left of the window is a 'Continue' button.

2. Certifying Officials: To verify that all employees have been certified for your primary roster or if acting as alternate, select 'Uncertified Employees' and click Continue.

The 'Inquiries' window shows 'Selected Inquiry: Uncertified Employees'. Below this is a 'Select Pay Period' field with '2003-Nov-30' and navigation buttons '<<' and '>>'. To the right is a 'PayPeriod' button. Under the heading 'Available', there is a list box containing the following rosters: 'AAS ROSTER#1 ADMIN-SVC-EDUX-D1', 'AAS ROSTER#2 MAINT-SECUR-D1', 'AAS ROSTER#3 ENTERTAIN-D1', 'AAS ROSTER#4 SCHEDULING-D1', 'AAS ROSTER#6 RPT & multisda-D1', and 'AAS ROSTER#7 02-3 QUERY-D1'. Below the list box are 'Add>>' and 'Add All>>' buttons. Below these is a 'View By Team' link. At the bottom are 'Back', 'Process', and 'Refresh' buttons.

3. Select the pay period from the drop down (if other than pay period displayed) or use double arrows to back one pay period or forward one pay period. The available rosters appear in the window. Select one or more rosters and click Add. If more than one Roster is desired, hold down the control key and click each desired roster and click Add.

The 'Inquiries' window shows 'Selected Inquiry: Uncertified Employees'. The 'Select Pay Period' field now shows '2003-Nov-16'. The 'Available' list box contains the same rosters as before. A new 'Assigned' list box has appeared on the right, containing 'ORG40 - Fuel Cell Branch-D1'. Below the 'Available' list box are 'Add>>' and 'Add All>>' buttons. Below the 'Assigned' list box are '<<Remove' and '<<Remove All' buttons. Below these are 'View By Team' link and 'Back', 'Process', and 'Refresh' buttons.

4. Click process. The summary line appears. To get a list of employees, click the Uncertified Time Detail hyperlink.

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Uncertified Time Summary **Uncertified Time Detail**

Uncertified Time Summary

Pay Period Begin: 11/16/2003

Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	59	CARR-D1-D1, JAMES

Uncertified Time Summary **Uncertified Time Detail**

Uncertified Time Detail

Pay Period Begin: 11/16/2003

Name	Roster	Certifying Official	Phone Number	Team
ADAMS-D1-D1, DONALD	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG41 - Fuel Cell Disassemb-D1
ADAMS-D1-D1, SAMUEL	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG45 - Fuel Cell Mfg-D1
ANDERSON-D1-D1, MARVIN	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG44 - Fuel Cell Reassembl-D1
ANDREWS-D1-D1, JOELLEN	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG42 - Fuel Cell Test/Repa-D1

To view another roster or Retro Transactions, click New Inquiry at bottom of screen.

5. To verify certification for employee with changes to prior pay periods, check the Retro Uncertified Employees and click continue.

Inquiries

☐ Uncertified Employees

☒ RETRO Uncertified Employees

☐ Employees with Missing Time

The window displays only those Rosters that contain Retro transactions.

Inquiries

Selected Inquiry: RETRO Uncertified Employees

Available

ORG40 - Fuel Cell Branch-D1
ROSTRD71-D1
ROSTRD72-D1

View By Team

6. Select one or more rosters and click Add.

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Inquiries

Selected Inquiry: RETRO Uncertified Employees

Available	Assigned
ROSTRD71-D1 ROSTRD72-D1	ORG40 - Fuel Cell Branch-D1

View By Team

- Click Process. The screen displays each pay period for which there are retro transactions.

RETRO Uncertified Time Summary RETRO Uncertified Time Detail

RETRO Uncertified Time Summary		
Pay Period Begin: 10/19/2003		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	1	CARR-D1-D1, JAMES
Pay Period Begin: 11/02/2003		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	1	CARR-D1-D1, JAMES
<input type="button" value="New Inquiry"/>		

- Click the RETRO Uncertified Time Detail to view employee(s).

RETRO Uncertified Time Summary RETRO Uncertified Time Detail

RETRO Uncertified Time Detail				
Pay Period Begin: 10/19/2003				
Name	Roster	Certifying Official	Phone Number	Team
TAYLOR-D1-D1, JOE B	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG40 - Fuel Cell Branch-D1
Pay Period Begin: 11/02/2003				
Name	Roster	Certifying Official	Phone Number	Team
ERHART-D1-D1, BARBARA	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG40 - Fuel Cell Branch-D1
<input type="button" value="New Inquiry"/>				

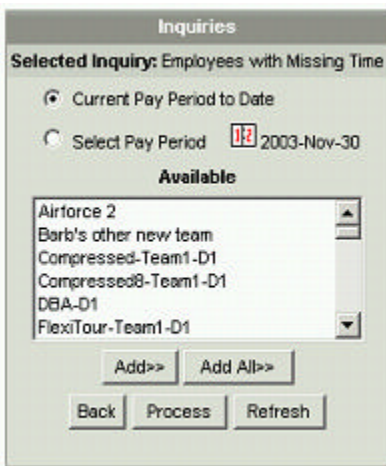
- Timekeepers:** To view employees for your primary team or teams for which you are an alternate, select Employees with Missing Time and click Continue.

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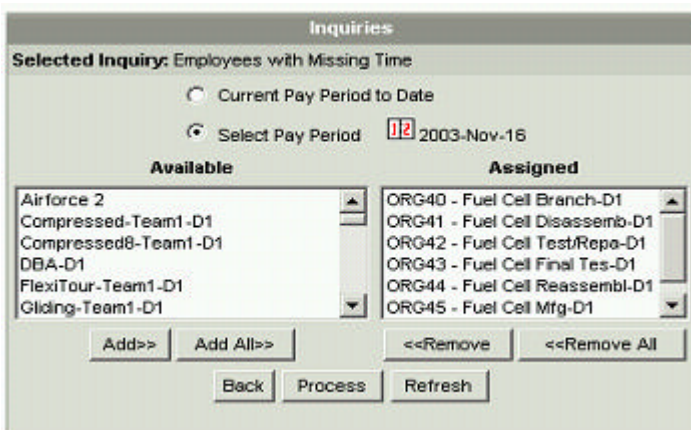
The 'Inquiries' window has a title bar. Below it, there are three radio buttons for selection: 'Uncertified Employees', 'RETRO Uncertified Employees', and 'Employees with Missing Time'. The 'Employees with Missing Time' option is selected. At the bottom left is a 'Continue' button.

10. The default is to the current pay period. If this setting is used, employees with fixed tours are selected. To include employees with variable tours, use Select Pay Period and calendar icon. In the Available box select the team to be viewed. If more than one team is desired, hold down the control key and click each desired team. Then click the Add button.



The 'Inquiries' window shows 'Selected Inquiry: Employees with Missing Time'. It has two radio buttons: 'Current Pay Period to Date' and 'Select Pay Period'. The 'Select Pay Period' option is selected, and a date '2003-Nov-30' is displayed next to a calendar icon. Below this is an 'Available' list box containing: 'Airforce 2', 'Barb's other new team', 'Compressed-Team1-D1', 'Compressed8-Team1-D1', 'DBA-D1', and 'FlexiTour-Team1-D1'. At the bottom are buttons: 'Add>>', 'Add All>>', 'Back', 'Process', and 'Refresh'.

11. Select Pay Period and multiple teams. Click Process after verifying selection.



The 'Inquiries' window shows 'Selected Inquiry: Employees with Missing Time'. It has two radio buttons: 'Current Pay Period to Date' and 'Select Pay Period'. The 'Select Pay Period' option is selected, and a date '2003-Nov-16' is displayed next to a calendar icon. Below this are two list boxes: 'Available' and 'Assigned'. The 'Available' list contains: 'Airforce 2', 'Compressed-Team1-D1', 'Compressed8-Team1-D1', 'DBA-D1', 'FlexiTour-Team1-D1', and 'Gliding-Team1-D1'. The 'Assigned' list contains: 'ORG40 - Fuel Cell Branch-D1', 'ORG41 - Fuel Cell Disassemb-D1', 'ORG42 - Fuel Cell Test/Repa-D1', 'ORG43 - Fuel Cell Final Tes-D1', 'ORG44 - Fuel Cell Reassembl-D1', and 'ORG45 - Fuel Cell Mfg-D1'. At the bottom are buttons: 'Add>>', 'Add All>>', '<<Remove', '<<Remove All', 'Back', 'Process', and 'Refresh'.

12. The summary screen shows each team and number of missing employees. Click the hyperlink under the team name to view just that team's employees or click Missing Time Details to view all teams and employees.

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Missing Time Summary Missing Time Detail

Missing Time Summary	
Team	Number of Employees With Missing Time
ORG40 - Fuel Cell Branch-D1	11
ORG41 - Fuel Cell Disassemb-D1	5
ORG42 - Fuel Cell Test/Repa-D1	6
ORG43 - Fuel Cell Final Tes-D1	5
ORG44 - Fuel Cell Reassemb-D1	8
ORG45 - Fuel Cell Mfg-D1	15
ORG46-D1	2
New Inquiry	

ORG40 with a fixed and variable tour employee is shown below.

Missing Time Summary Missing Time Detail

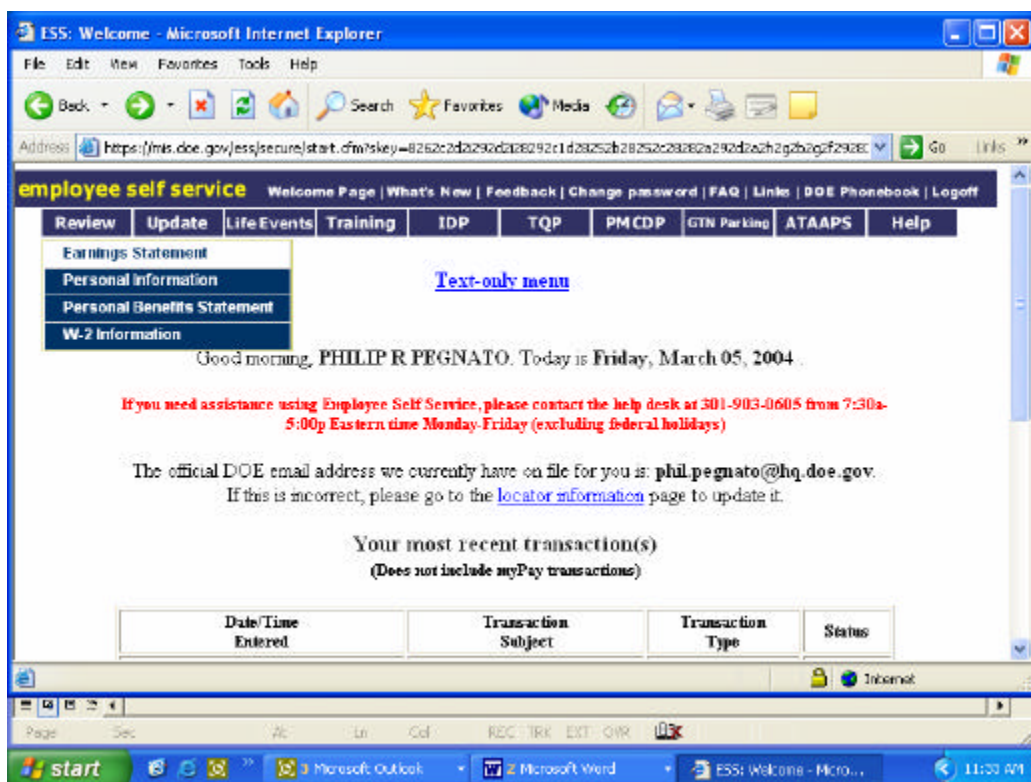
Missing Time Details				
Employee	Number of Missing Hours	Tour of Duty	Team	Date of Missing Time
A, 73981761% % % % % % % % % %	62.00	62.00	ORG40 - Fuel Cell Branch-D1	Pay Period
DEFAULT, TEST	8.00	8.00	ORG40 - Fuel Cell Branch-D1	11/18/2003
DEFAULT, TEST	8.00	8.00	ORG40 - Fuel Cell Branch-D1	11/19/2003
DEFAULT, TEST	8.00	8.00	ORG40 - Fuel Cell Branch-D1	11/20/2003

Click Missing Time Summary to view another team. Click New Inquiry at bottom of screen to start a new query.

Accessing Your Leave and Earnings Statement (LES)

1. To access your LES, select the “Earnings Statement” under the Review function on the ESS Menu:

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Note: This is a direct link to DFAS MyPay to access your LES.

Employees will be able to view/save/print their Leave and Earnings Statements.

ATAAPS Help Function

For detailed help on any ATAAPS web page click on the Help link located in the upper right portion of all web pages. This will open an additional copy of the web browser with many informative help pages and links.